



**Flaten Art Museum
Museum Attendant
Job Description
(Revised 1.10.2017; 1/31/2018)**

This position is responsible for ensuring the safety of works of art on display in Center for Art and Dance galleries, delivering high quality customer service to museum visitors, and assisting with preparation and installation of exhibitions.

- Greets and answers questions from guests
- Tracks daily attendance
- Maintains general cleanliness of gallery space
- Opens and closes galleries and turns off electronic media
- Provides assistance for installations and de-installations using hand tools, power tools, and moderate physical labor
- Prepares and paints gallery walls and pedestals
- Handles art with care
- Follows selling procedures to complete gallery sales
- Assists with special events; set up, greet and count visitors, clear tables, replenish buffet/beverages, clean up, and close
- Reports damage or loss to the Museum Collections Specialist
- Alerts appropriate authorities regarding safety and security, including emergency safety and fire situations, and follows approved emergency procedures
- Performs miscellaneous office duties as requested; enter data into spreadsheets and/or databases, copy and file
- Completes accurate timesheet and submits for approval in a timely manner

EXPECTATIONS:

- Adheres to college policies and procedures
- Acts with integrity as a representative of the College
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor
- Consistently reports to work on time
- Enforces rules in a courteous manner
- Works special events (opening receptions, Christmas Fest, Homecoming, etc.).

QUALIFICATIONS:

- Demonstrated record of dependability and conscientiousness
- Attention to visual detail and confidence with hands-on tasks
- Strong interpersonal communication skills

WORK SCHEDULE: hours vary per week between 10:00 –5:00 Monday – Friday, Saturday and Sunday 12-4 and Thursday 10:00 – 8:00

SUPERVISOR: Jane Becker Nelson, Director